

Kings Hedges Campus
Kings Hedges Road
Cambridge
CB4 2QT
Direct Tel: 01223 418301
Fax: 01223 418281

Request for Employer Authorisation

Student Name	
Person Code	
Attending Course	
Course Fee 2011/12	
Date of Enrolment	

You stated on your enrolment form that your employer will pay for your course fees. However, you will remain responsible for your fees until we receive confirmation of this from your employer so **please pass this form on to your employer and ask them to complete it within 14 days.**

The College requires all students to have an ID card, which is issued on receipt of payment of the course, therefore please ensure your employer passes you the tear off slip at the bottom of this form before sending it back to the College.

Full Company Name: _____

Contact Name: _____

Full Address Invoices to be sent to: _____

Telephone: _____

Please tick the appropriate box:

On behalf of the above company, I agree to pay the above fees and have enclosed full payment.
Please note that should the student leave your employment during the course the fees are not refundable
Please tick if you would like to be sent a receipt

On behalf of the above company, I agree to pay the above fees on receipt of an invoice.
Please note that should the student leave your employment during the course the employer will still be deemed as responsible for payment

OR:

The above company is NOT to be held responsible for the above fees.

Signed: _____ Print Name: _____

Position: _____ Date: _____

ALL COURSE FEES ARE EXEMPT FROM VAT. A purchase order may be sent with, or in place of this form.

If you have any queries please do not hesitate to contact the Cashiers as above.

Once completed please send or fax this letter to The Finance Office at the above address. Please complete the tear off slip and pass to the student.

CONFIRMATION OF EMPLOYER AUTHORISATION: -STUDENT COPY

Company Name: _____

Signed on behalf of the Company: _____

I confirm that the above named Company is responsible for the fee for:

Employee/Students Name: _____

Please use this slip as payment confirmation when you obtain your Student ID card. ID cards will be issued during the first three weeks of term.